

Sample Format only for Output 1
(It depends on the AREA)
Program: **BACHELOR OF SCIENCE IN MECHANICAL ENGINEERING**
AREA 5: RESEARCH

PARAMETER A: PRIORITIES AND RELEVANCE	Related Documents Targeting 175%
SYSTEM-INPUTS AND PROCESSES	
S.1. The institution's research agenda is in consonance with institutional, regional and national priorities concerned such as DOST, CHED-National Higher Education Research Agenda, NEDA, etc	<ul style="list-style-type: none"> • Matrix/Table showing the congruence of the University's Research Agenda with priorities of DOST, CHED and NEDA • The University Research Agenda (OLD) • The University Research Agenda (NEW) <i>Additional</i> • Approved Harmonized National RD Agenda 2017-2022 (DOST) • National and Regional NEDA Medium Term Development Plan (Chapter 10) • National Higher Education Research Agenda 2 (NHERA 2) CHED Research Agenda • DENR Research Agenda • Department of Agriculture Research and Development and Extension Agenda 2016-2022 • Copy of Research Manual • BFAR research Agenda
S.2 The institution has an approved Research Manual	<ul style="list-style-type: none"> • Strategic Plan for Formulation of the Research Manual • Academic Council Approval of the Research Manual • Copy of Approved RSU Research Manual • Minutes of BOR Approval of the Research Manual • Board Resolution • Approved Intellectual Property Rights Manual
IMPLEMENTATION	
I.1. The approved Research Agenda is implemented.	<ul style="list-style-type: none"> • The research program of the university • Strat plan of the college for the research program or agenda for the degree program under survey • List of internally and externally funded researches • Sample copies of MOA of the Research Project • Sample Proposal <i>Additional</i> • DOST/REDi call for research pitching (documentation)
I.2. The following stakeholders participate in the formulation of research agenda as bases for identifying institutional thrusts and priorities:	<ul style="list-style-type: none"> • Invitation to participate in the formulation of research agenda • Program • Attendance • Photo Documentation
I.2.1. administrators:	<ul style="list-style-type: none"> ○ Letter of invitation to all agencies ○ Minutes of the Board Meeting ○ Attendance Sheet
I.2.2. faculty:	<ul style="list-style-type: none"> ○ Letter of invitation to all agencies ○ Minutes of the Board Meeting ○ Attendance Sheet
I.2.3. students;	<ul style="list-style-type: none"> ○ Letter of invitation to all agencies ○ Minutes of the Board Meeting ○ Attendance Sheet
I.2.4. government agency representatives (DOST, CHED, NEDA, etc.); and	<ul style="list-style-type: none"> ○ Letter of invitation to all agencies ○ Minutes of the Board Meeting ○ Attendance Sheet
I.2.2. other stakeholders (alumni, parents, etc.)	<ul style="list-style-type: none"> ○ Letter of invitation to all agencies ○ Minutes of the Board Meeting ○ Attendance Sheet
1.3. Action researches to test theory in practice are conducted by faculty and students.	<ul style="list-style-type: none"> • Matrix of action researches • Copies of action research <i>additional</i> • MOA (if any) • Request letter from stakeholders • Certificate of prentation • Documentation

<p>1.4. Team/collaborative and interdisciplinary research is encouraged.</p>	<ul style="list-style-type: none"> • Excerpts from R and D Manual (Classification of Research) • Matrix of action researches • Copies of proposal, research manuscript <i>additional</i> • MOA (if any) • Request letter from stakeholders • Certificate of presentation • Documentation
<p>1.5. Research outputs are published in referred national and/or international journals</p>	<ul style="list-style-type: none"> • List of published research of the faculty (title, authors, journal and date of publication) • Front page of the Journal • Sample copies of paper published <i>Additional:</i> • Call for publication • Notice of Acceptance • Revision matrix • Approval of the paper
<p>OUTCOME/S</p>	
<p>0.1 Priority researches are identified and conducted.</p>	<ol style="list-style-type: none"> 1 List of researches identifies and conducted with alignment with the research priorities of the University 2 Excerpts from the Annual Report of the REDi highlighting the conducted research <i>Additional:</i> 3 Copy of the research 4 Certificate of presentation 5 Documentation
<p>0.2. Research result are published.</p>	<ul style="list-style-type: none"> • List of published research of the faculty (title, authors, journal and date of publication) • Front page of the Journal • Sample copies of paper published <i>Additional:</i> • Call for publication • Notice of Acceptance • Revision matrix <li style="text-align: right;">Approval of the paper
<p>PARAMETER B: FUNDING AND OTHER RESOURCES</p>	
<p>SYSTEM-INUTS AND PROCCSS</p>	
<p>S.1. The institution has an approved and adequate budget for research.</p>	<ul style="list-style-type: none"> • Approved University's budget for research • Excerpts from GAA • Summary of table of the budget
<p>S.2. There are provisions for the following: S.2.1. facilities and equipment such as Internet, statistical software, and other ICT resources S.2.2. research staff; S.2.3. supplies and materials; and S.2.4. workplace.</p>	<ul style="list-style-type: none"> • Detailed budget of the REDi with highlights in the budgetary provisions for facilities and equipment (MOOE and CO) research staff, supplies and materials, workplace, and summary table • List of research facilities and ICT resources • Copies of purchase orders, receipt of equipment and the like <i>Additional:</i>
<p>IMPLEMENTATION</p>	
<p>The Institution</p>	
<p>1.1. Allocates adequate funds for the conduct of faculty and student research</p>	<ul style="list-style-type: none"> • List of the researches (completed ad on-going) internally or externally indicating the counterpart • Copy of Budget, policy for the financial support of the administration to students <ul style="list-style-type: none"> ○ <i>Additional:</i> • Presentation of student researches in national and international for a • Certificate • Copy of the research • Documents • Awards
<p>1.2. Establishes linkages with the local/international agencies for funding support and assistance</p>	<ul style="list-style-type: none"> • List of linkages in the local, national and international agencies and nature of assistance • List of externally funded research • Copies of MOA <ul style="list-style-type: none"> ○ <i>Additional</i> ○ <i>Documentation</i>

1.3. Maintains a functional and long-range program of faculty/staff development to enhance research capability and competence.	<ul style="list-style-type: none"> Table of research capability of RSU (excerpt from the University Research Plan) University Research Plan
1.4. Encourages the conduct of externally funded researches.	<ul style="list-style-type: none"> Externally funded research provision in the Univ Research Manual List of externally funded research project Copy of the research proposal MOA Documentation
OUTCOME/S	
0.1. The research program is adequately funded	<ul style="list-style-type: none"> Tabular list of funded research related to the program Sample copies of MOA, Work and financial Plan, line item budget, fund release, PRs, receipt of grant/fund/honorarium and related documents
PARAMETER C: IMPLEMENTATION, MONITORING, EVALUATION AND UTILIZATION OF RESEARCH RESULTS/OUTPUTS	
SYSTEM-INPUTS AND PROCESSES	
S.1. There is a system of implementation, monitoring, evaluation and utilization of research outputs.	<ul style="list-style-type: none"> Excerpts from Research Manual highlighting: Strategies of implementation, mechanics, implementation, monitoring, etc. Annual planning of research findings Work Plan Work and Financial Plan Terminal Report Monitoring report Monthly/Quarterly report
S.2. The institution has a policy on intellectual Property Rights (IPR).	<ul style="list-style-type: none"> IPR manual of the University BOR Resolution Approval Attendance Documents
IMPLEMENTATION	
1.1. The Institution/College/Academic Unit has a Research Unit managed by competent staff.	<ul style="list-style-type: none"> Organization Chart (Old and New) Biodata of the Staff (VP, Director, coordinator) with highlights in scholarly works
1.2. The Research Manual provides guidelines and procedures of the administration and conduct of research.	<ul style="list-style-type: none"> Excerpts from Research Manual BOR approval of the Manual <ul style="list-style-type: none"> Chapter III – mechanics of the implementation of Research Manual
1.3. The faculty conduct applied and operational researches in their fields of specialization in accordance with the thrusts and priorities of the program/institution.	<ul style="list-style-type: none"> List of Researches Copies of the research
1.4. The institution provides incentives to faculty researches such as honoraria, service credits, deloading, etc.	<ul style="list-style-type: none"> List of researchers who received incentives, reduced teaching load, honoraria, royalties, monetary award, assistance for research presentation and publication, ownership of patent, and copyright, best paper award and outstanding, researcher award with brief description of each Excerpt from research manual with highlight in incentives etc. Proof for availing and receipt of incentives EO-form for deloading
1.5. The College/Academic Unit requires its students to conduct research, as a course requirement, (<i>whenever applicable</i>).	<ul style="list-style-type: none"> Curriculum of the program Syllabi of the subject where research is required List of student researches Sample copies of research with title page, approval sheet and abstract of research completed
1.6. The institution provides opportunities for advanced studies and/or training to enhance faculty/staff research competence.	<ul style="list-style-type: none"> List of advanced studies and research capability trainings provided by the university University's investment plan for research and related policies and guidelines Sample programs Attendance sheet (names highlighted) Outputs (if proposal) Documentations
1.7. Completed and on-going research studies are periodically monitored and evaluated in local and regional in-house reviews.	<ul style="list-style-type: none"> List of completed and ongoing researches by faculty Excerpts from Research manual, mechanics of implementation, research proposal development and approval, implementation of research projects and monitoring of research Completion report/proceedings of yearly In-house review Evaluation form

1.8. Research outputs are utilized as inputs in:	<ul style="list-style-type: none"> List of research with description Sample copies of research outputs MOA and proofs of utilization
1.8.1. Institutional development	
1.8.2. The improvement of instructional processes; and	
1.8.3. The transfer of generated technology/knowledge to the community	
1.9. Package technologies and new information are disseminated to the target clientele through appropriate delivery systems.	<ul style="list-style-type: none"> List of researches linked to clienteles and delivery system used MOA Receipt reports, documentations, IEC materials, etc
1.10. The institutions ensures that;	
1.10.1. research outputs are protected by IPR Laws; and	<ul style="list-style-type: none"> Experts from University IPR policy Sample copies of patents and copyrights Policies on the conduct of research by faculty and students in observance of research ethics and plagiarism Policy on the use of plagiarism software and sample output
1.10.2. faculty and students observe research ethics to avoid malpractices like plagiarism, fabrication of data, etc.	
INDICATORS	
OUTCOME/S	
0.1. Implementation, monitoring, evaluation and research utilization of outputs are effective.	<ul style="list-style-type: none"> Excerpt from Research Annual Reports highlighting the implementation, monitoring, evaluation and utilization of research Sample research Other proof
PARAMETER D: PUBLICATION AND DESSEMINATION	
SYSTEM-INPUTS AND PROCESSES	
S.1. The institution has an approved and copyrighted Research Journal.	<ul style="list-style-type: none"> Copy of the Research Journal BOR Approval of the journal ISSN or ISBN information sheet Certificate of Copyright Registration
S.2. The institution has incentives for;	
S.2.1. paper presentations;	
S.2.2. journal publication;	
S.2.3. outstanding research related performance; and	
S.2.4. patented outputs.	<ul style="list-style-type: none"> Tabular form for the list of incentives for: Paper presentation Journal publication Outstanding research Patented outputs Excerpts from Research manual, IPR and related guidelines highlighting incentives guidelines Receipt of incentives Certificates Documentations
IMPLEMENTATION	
1.1. The institution provides opportunities for the dissemination of research results in for a, conferences, seminars, and other related means.	<ul style="list-style-type: none"> Tabular list of modes of dissemination of research results Sample Notice of Acceptance Certificates Documentations
1.2. The institution regularly publishes a research journal.	<ul style="list-style-type: none"> Table of University Research journals Copy of the Research Journal Copyright copy
1.3. Library exchange of research publications with other HEI's and agencies is maintained.	<ul style="list-style-type: none"> Receipts of research publication from other institutions Copy/cover page of the publication
1.4. Research manuscripts/technical reports are well-written, and edited following the institutional format.	<ul style="list-style-type: none"> Narrative report on how research is manuscript are written or edited University Research format Guidelines in research formats and submission Thesis requirements and guidelines Policy and procedures for the conduct of student research List of editors/grammarian and statisticians Pool of experts with their field of study
1.5. The institution supports the researchers in all of the following activities:	<ul style="list-style-type: none"> Policy and procedures on IM utilization Sample of IMs copyright List of IM evaluation committee Approval of IM utilization Proof of IM utilization and income derived/profit sharing
1.5.1. Instructional materials development;	<ul style="list-style-type: none"> Policy and procedures on IM utilization Sample of IMs copyright List of IM evaluation committee Approval of IM utilization Proof of IM utilization and income derived/profit sharing
1.5.2. Paper presentations, journal publication, classroom lectures, and other similar activities;	<ul style="list-style-type: none"> Guidelines on the University Support for research presentations and publications Guidelines on attendance to seminars, etc.

	<ul style="list-style-type: none"> • Certificates
1.5.3. Editorship/writing in academic, scientific and professional journals;	<ul style="list-style-type: none"> • Present excerpts from R&D Manual and related guidelines for the support given by the University on writing in research journals (paper publication) • Provide proofs of incentives / honoraria (if any) given to editors and reviewers of the journals • Recognition or commendation (if any) of faculty who are serving as editors and/or reviewers in reputable journals
1.5.4. Thesis/dissertation advising; and	<ul style="list-style-type: none"> • Present the guidelines on thesis and dissertation advising • Include the honorarium / professional fee for thesis and dissertation advising
1.5.5. Patenting of research outputs	<ul style="list-style-type: none"> • Present the policy on patenting of research outputs (included in the IPR Policy) and guidelines on the support given for each patent applied and patent granted • Include a list of patent applied and patent granted (if any) and proofs on incentives given
1.6. Research results are published preferably in refereed journals	<ul style="list-style-type: none"> • Present a tabular list of researches (related to the program under survey) published in refereed journals • Provide sample copies of published research papers
1.7. Research results are disseminated to the target clientele.	<ul style="list-style-type: none"> • Present a tabular list of research presentations of faculty of the program under survey • Provide excerpts/pages from Research Office Annual Report, highlighting the research presentations of faculty (of the program under survey) and other proofs of research presentations like conference proceedings and programs • Include other research dissemination materials like newsletter, web page, etc.
1.8. The College/Academic Unit generates income from patents, licenses, copyrights, and other research outputs.	<ul style="list-style-type: none"> • Present statement of income from patents, licenses, copyrights and other research outputs • Include sample certificates of registration of patent, utility model and trademark/service mark and certificates of copyright registration, as well as information materials on commercialized products
OUTCOME/S	
0.1. Research outputs are published in refereed journals.	<ul style="list-style-type: none"> • Present a tabular list of research publications in refereed journals of faculty of the program under survey • Provide sample copies of published papers • Include proofs of review of published papers
0.2. Research outputs are utilized.	<ul style="list-style-type: none"> • Present a tabular list of researches utilized for institutional development, enhancement of instructional processes and technology transfer) with brief description • Provide sample copies of researches utilized • Include other proofs of utilization (e.g. certificate of utilization, receipt or acceptance of clientele, documentations)
0.3. Patented and copyrighted research outputs are commercialized.	<ul style="list-style-type: none"> • Present a tabular list of commercialized research outputs (copyrighted books and instructional materials that are for sale, commercialized products from feasibility studies and other research, etc.) • Include proofs of commercialization (e.g. income statements, information materials about the product, etc.)